

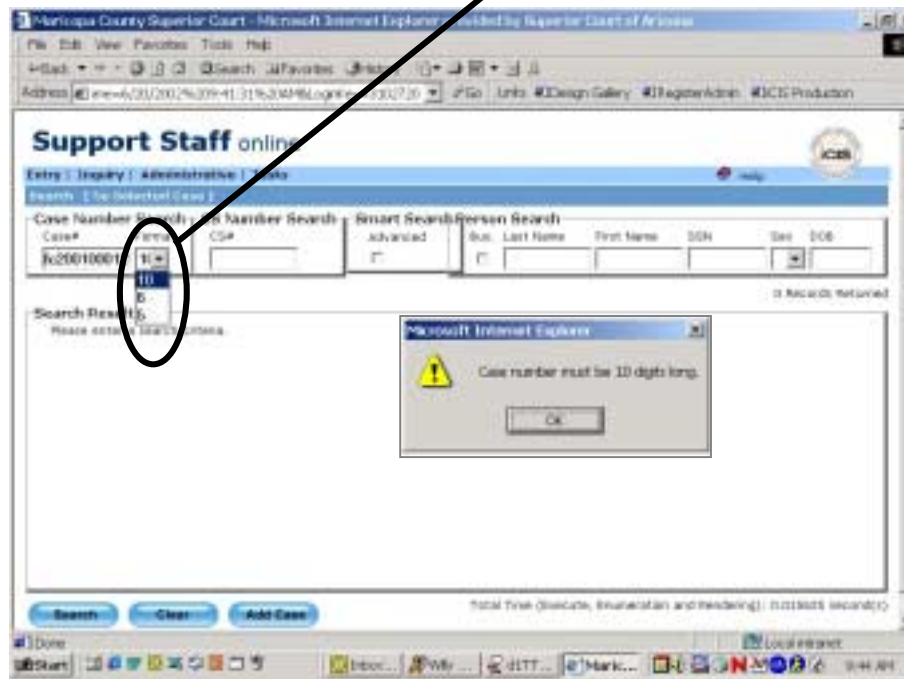
SEARCH & INQUIRY SCREENS

SEARCH FOR CASE

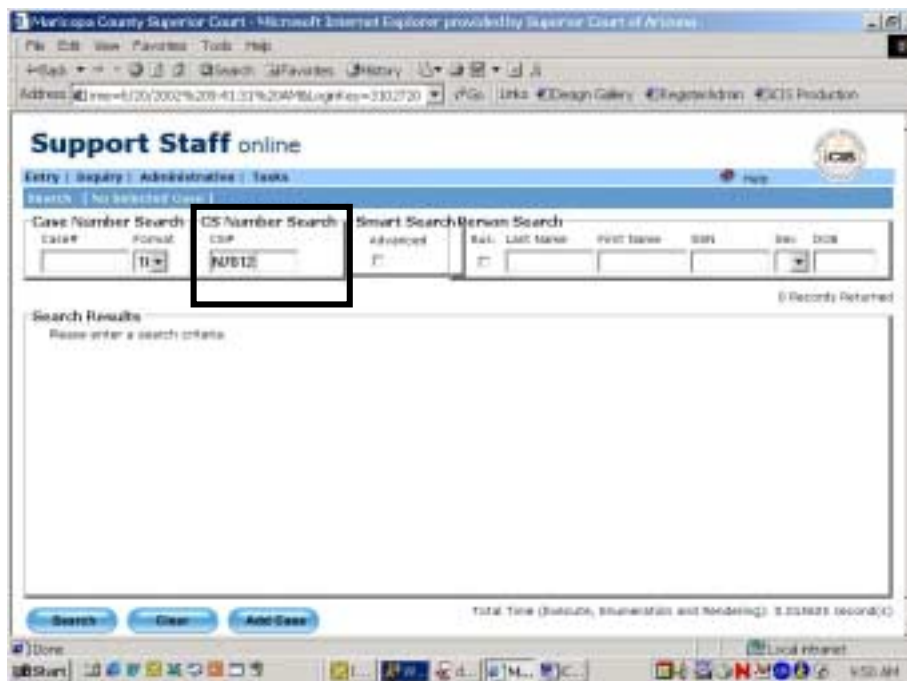
Once you have selected the application you want to work in, iCIS will open the **Search for Case** screen.

You can search for a case several ways:

- by [Case Number Search](#) – Make sure the Format number matches the number of digits in your case.



- by [Conciliation Services Number Search](#)



c. by [Person Search /Business Search](#)

- ♦ Fill in as much information as you have about one of the parties.
- ♦ If any information is entered incorrectly, the case will not be found.
- ♦ To broaden your search and return more cases, search by just the first or last name.

Check the **Bus** box to see
Business Name fields

d. by [Person/Business Search with Advanced Search](#)

The screenshot shows the 'Support Staff online' web application. At the top, there are navigation links: 'Entry', 'Inquiry', 'Administration', and 'Tools'. Below these, there are four search categories: 'Case Number Search', 'CS Number Search', 'Smart Search', and 'Person Search'. The 'Smart Search' option is highlighted with a black box, and an arrow points from the text 'Person/Business Search with Advanced Search' to this box. The 'Smart Search' dropdown menu is open, showing 'Advanced' as the selected option. Below the search categories, there are input fields for 'Last Name', 'First Name', 'SSN', and 'Sex'. The 'Search Results' section is empty, with a prompt 'Please enter a search criteria.' and a 'Search' button at the bottom.

a. Case Number Search

If the case number is fewer than 10 digits (6 or 5), click the down-arrow under 'Format' and choose the appropriate number.

Include the case type (fc, dr, fn) in your case number (ex. fc2001002456). **Don't** include a dash.

b. Conciliation Services Number Search

If you have the Conciliation number type it into the 'CS Number Search' field and click Search

c. Person/Business Search

If you do not know the Case number or Conciliation number, you can search using one or more of the 'Person Search' fields. ALL information you input must match exactly or the case will not be found.

Last Name First Name Social Security Number Sex Date of birth

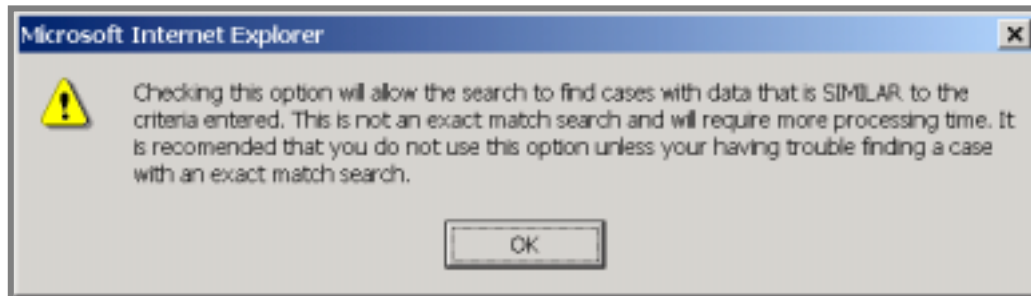
To search using Business information:

Place a checkmark in the box labeled 'Bus'. The criteria fields will change to allow a search by 'Business Name'. Type in the business name or if it is a commonly used business such as Clerk of the Court, choose it from the drop-down list under 'Existing Business'.

The screenshot shows the 'Person Search' form. It has a 'Bus.' checkbox, which is highlighted with a black circle. To the right of the checkbox is a text input field labeled 'Business Name'. Further right is a dropdown menu labeled 'Existing Business'. The form is set against a blue header background.

d. Smart Search

If the Person/Bus Search does not return the case you are looking for, expand your search to include cases with data similar to the criteria you have entered by checking the '**Smart Search**' box. This notice will display explaining its use. Click **OK** to continue.



After selecting your search method and entering the criteria, click the **Search** button or hit the **Enter** key to display the results.

(If you want to clear the fields to enter new search criteria, click the **Clear** button.)

If you have used a single category to produce a broad search such as Last Name, the **Search Results** screen will appear when you click the **Search** button or hit the **Enter** key:

This screen will display all possible matches according to the search criteria you entered.

A screenshot of a web browser displaying the "Support Staff online" search results page. The page title is "Maricopa County Superior Court - Microsoft Internet Explorer provided by Superior Court of Arizona". The address bar shows "http://maricopa.gov/ICIS/Conciliation/SearchForCase.asp?step=2". The page has a navigation bar with "Entry | Inquiry | Administrative | Tasks" and a "Help" link. Below the navigation bar is a search bar with "Search [No Selected Case]". The search criteria section includes "Case Number Search", "CS Number Search", "Smart Search" (checked), and "Person Search". The "Person Search" section has fields for "Bus. Last Name" (Johnson), "First Name", "SSN", "Sex", and "DOB". The search results are displayed in a table with columns: Name, SSN, Sex, DOB, Role, Case Number, CS Number, and Case Type. There are 9 results listed, all with the last name "Johnson". The table is paginated with "1 2 3 4 5 Next >>". At the bottom, there are buttons for "Search", "Clear", and "Add Case". The status bar at the bottom shows "Query was executed in: 2.627 second(s) Enumeration and Rendering: 2.656 second(s)".

To open a case click on the [blue case number link](#)

To view a party's personal information before opening the case, click the [More Info](#) link

Clicking the [More Info](#) link will open this multi-tabbed window. Click each tab at the top to view the information.

Maricopa County Superior Court - Microsoft Internet Explorer pro by Superior Court

More Info for: Brenda Johnson Sex: Female DOB:

Addresses	AGAs	Associations	Dockets	Hearings	Legal Numbers	Photo	Services	
Type	Street	Street 2	City	State	Country	Zip	Start Date	End Date
Home	723 W. PIERCE		PHOENIX	Arizona	United States	85007-0000	9/1/1995	

Close

Click **Close** to return to the **Search Results** window.